

## Instructions for Filling in the Basic Questionnaire (基礎調査票の記入のしかた)

Please read the following notes carefully before filling out the questionnaire.

### The Basic Questionnaire

**As to the column entitled, “5. Were you engaged in work at all during the last seven days of the month (20th to 26th for December)?”:**

The “Work” refers to any work that produces revenue (salary, wages, charge for labour, operating income, etc.)

If a person worked in a family business (shop or factory as unincorporated enterprise, farm, etc.), he/she is considered to have worked even if he/she worked without pay. Piecework at home and temporary work are included in the work.

“Engaged in any work” denotes the case in which a person worked for an hour or longer during the last one week at the end of the month.

**As to the column entitled, “8. Hours worked during the survey week (20th to 26th for December)”:**

Hours for which the person did the main work, side job, piecework at home, help in family business, temporary work or “*arubaito*” should be included in the hours worked. All overtime and hours of early attendance should also be included.

If the precise hours worked cannot be determined (shop, etc.), deduct the hours that are not related to business (mealtime or rest period) from the hours from the opening time to the closing time of the shop. Fill in hours by the hour, rounding up 30 minutes and more, and rounding down less than 30 minutes.

**As to the columns entitled, “10. Organizational form and name of establishment, proprietor, etc. and type of business or industry”, and “11. Your occupation”:**

Describe in detail after reading the “Example” shown on page 5. If a person is doing two or more kinds of work, write the major work.

**About change(s) after the last month survey:**

For the column entitled “Change(s) after the last month survey,” enter one of the following markings as appropriate:

- Continuation** .... A person who has been surveyed in the second month following the first month survey.
- New age-15** ..... A person who was aged 14 at the time of the first month survey but has reached 15 prior to the second month survey date and has become subject to the survey.
- Moved-in** ..... A person who moved in after the following day of the first month survey date and has become subject to the survey in the second month
- Addition** ..... A person who was failed to be surveyed in the first month, but has become subject to the survey in the second month.
- Moved-out** ..... A person who moved out after the following day of the first month survey date.
- Exclusion** ..... A person who was surveyed erroneously in the first month and thus not surveyed in the second month
- Other** ..... A person to whom none of these markings is applicable.

<Example>

(Business firm, factory, etc.)	• Manufacturing	• Repairing	• Construction
Names of establishment, proprietor	Asahi Jidosha Corp. Tokyo Plant	Hiroe Motors Ltd.	Takahira Construction Corp.
Type of business	Manufacturing automobile brakes	Automobile repairing	Contracting and execution of housing construction
Type of your occupation	Latheman	Auto-mechanic	Transportation of construction materials

(Write the precise terms that show clearly the kind of products or items handled as well as materials and uses.)

(Shop, etc.)	• Manufacturing and retailing	• Restaurant	
Names of establishment, proprietor	Cake Shop Tanaka	New Delhi	Madonna
Type of business	Producing and retailing confectionery	Indian restaurant	Teahouse
Type of your occupation	Producing confectionery	Cooking	Floor staff

(Describe clearly the type of items handled, whether wholesaling or retailing, whether manufacturing or not.)

(Farming, freelance, etc.)	• Farming	• Private teaching	• Transportation
Names of establishment, proprietor	*	Chitose English Academy	Yoshida Transportation Corp. Shinjuku Office
Type of business	Fruit growing	Private teaching of English conversation	Trucking
Type of your occupation	Fruit grower	Giving private English conversation lessons	General cargo-truck driver

(\* For farmers and fishermen, where names are not available in particular, please draw a slant line.)

## Instructions for Filling in the Special Questionnaire ( 特定調査票の記入のしかた )

Please read the following notes carefully before filling out the questionnaire.

Fill out the "Basic Questionnaire" prior to filling out the "Special Questionnaire."

### The Special Questionnaire

**As to the column entitled, "A1 Why did you work less than 35 hours during the survey week?" :**

Circle item 3 (Other) of "Reasons of the business or the employer", if it was because of a program of your office which has no direct connection with its economic activities.

**As to the column entitled, "A3 When did you take up the present job?":**

Write the year and month you started the present job.

Change in position or transfer to a different office is not included. Write the year and month you started working for the company.

**As to the column entitled, "A4 Indicate your job appellation at your workplace, if you are employed.":**

If you entered "Regular employee," "Temporary employee," or "Day labourer" in Column 9, "Employment status," in the Basic Questionnaire, enter the Position called in workplace you had at your place of employment.

"Dispatched worker from temporary labour agency" means worker employed and dispatched by temporary labour agency which is provided by law.

"Contract employee" refers to a person hired to perform a specialized job under the terms of a contract and for a specified period of time.

**As to the column entitled, "A5 Did you have a job before getting your present job?":**

"A job before getting your present job" means regular work you were doing at a company (enterprise) other than the present one. "A job before getting your present job" does not include the case where your work was changed due to change in positions or transfer to a different office in the same company.

**As to the column entitled, "A6 Did your income increase when you started the present job in comparison with the previous job?":**

Enter whether your wage per month or per year increased or decreased when you started the present job.

Increased or decreased means that there is more than 10% difference in comparison with the previous job. If the difference is less than 10%, choose "Almost the same."

In the case of self-owned business, the income is the operating profit (the amount obtained by subtracting the purchasing expenses, raw material cost, personnel cost, supplies expenses, and other necessary expenses from the sales) and not the sales.

**As to the column entitled, "B1 How were you looking for job or were you preparing to start a business?":**

The "Public Employment Security Office (Hello Work)" includes a public employment agency, part-timer bank (Satellite), and student employment center.

The "Private employment office" includes an employment office (with/without payment) and an employment office for the aged (employment service center for older people).

If you seek a job on the Internet, how you apply or register on the Internet should be entered.

**As to the column entitled, "B2 How long have you been looking for job, or preparing to start a business?":**

Select the period from the day when you applied to a Public Employment Security Office (Hello Work) or asked your acquaintances for introduction.

If you began to seek a job while you were working for the previous company, select the period from the day you quit the previous work.

**As to the column entitled, "B4 What kind of job do you wish to take?":**

"Dispatched worker from temporary labour agency" means worker employed and dispatched by temporary labour agency which is provided by law.

**As to the column entitled, "B5 What is the reason you do not get a job?":**

"Limited age" means that the age of a person wanted is lower than your age (and vice versa).

"Need more skill or knowledge" means that you have no qualifications required for the specific employment or that the required technical level is higher than yours.

**As to the column entitled, "C1 Do you wish to do any work for pay or profit?":**

If you have already found a job and are not sure if you will start work within four weeks, encircle item 4, "Will start work in 5 weeks or more."

**As to the column entitled, "C2 What is the reason for not looking for a job though you wish to work? ":**

Answer this question if you answered "Yes, if there are any" to C1.

**As to the column entitled, "C3 How do you want to work or how are you going to work?":**

"Dispatched worker from temporary labour agency" means worker employed and dispatched by temporary labour agency which is provided by law.

**As to the column entitled, "C4 Have you looked for job or prepared to start a business during the past one year?":**

If you have been looking for employment over the past year, encircle "In the past month."

**As to the column entitled, "C5 If you find a job now, can you take it up?":**

Encircle "Yes, immediately" if you answered "Waiting to start a new job" in C1 and if you are waiting for the start of your work because the company is not ready for your work, preparing facilities, etc., although you want to work right now.

If you have already found a job but cannot start working right away because of personal circumstances (attending school, engaged in housework, traveling, pursuing other interests, sickness), encircle item 2, "Not right away but within 2 weeks" or item 3, "After two weeks or later, if not immediately."

**As to the column entitled, "D2 Did you work as an employee or were you self-employed before?":**

"Dispatched worker from temporary labour agency" means worker employed and dispatched by temporary labour agency which is provided by law.

**As to the column entitled, "D3 Type of business of previous establishment":**

Fill in specifically by referring to "Example" given on page 9. If you have more than one type of job, enter only the major one.

**As to the column entitled, "D4 Your previous occupation":**

Fill in specifically by referring to "Example" given on page 9. If you had more than one type of job, enter only the major one.

**As to the column entitled, "E1 Education":**

If you are "Graduated from school," select the school you graduated from finally (if you quitted school, select the school you graduated before entering the school you quit).

Preparatory schools are not included.

**As to the column entitled, "E2 How much (before tax) have you earned from all your jobs over the past year?":**

Mark the total income (before tax) you earned during the past year, including monthly salary, wage, overtime allowance, tips and other allowances, end-of-term allowances, and bonus.

Income does not include nonmoney income.

Enter the operating profit (amount calculated by subtracting necessary expenses from sales), not the sales, if you are running your own business.

If you changed your jobs or started a new job during the past year, estimate your income for one year based on the income you earned from the time you started the present job. Do not include the income from the previous job or retirement allowance.

If you cannot estimate your total income for this year from your current employment, enter your total income from all the work you performed during the past year.

<Example>

(Business firm, factory, etc.)    • Manufacturing                      • Repairing                      • Construction

Type of business	Manufacturing automobile brakes	Automobile repairing	Contracting and execution of housing construction
Type of your occupation	Latheman	Auto-mechanic	Transportation of construction materials

(Write the precise terms that show clearly the kind of products or items handled as well as materials and uses.)

(Shop, etc.)                      • Manufacturing and retailing                      • Restaurant

Type of business	Producing and retailing confectionery	Indian restaurant	Teahouse
Type of your occupation	Producing confectionery	Cooking	Floor staff

(Describe clearly the type of items handled, whether wholesaling or retailing, whether manufacturing or not.)

(Farming, freelance, etc.)    • Farming                      • Private teaching                      • Transportation

Type of business	Fruit growing	Private teaching of English conversation	Trucking
Type of your occupation	Fruit grower	Giving private English conversation lessons	General cargo-truck driver